



# OFFICE OF THE CODE REVISER

Washington State Legislature • [www.leg.wa.gov/CodeReviser](http://www.leg.wa.gov/CodeReviser)  
Pritchard Building • 415 15th Avenue SW, Rm.100, Olympia WA 98504-0551  
P.O. Box 40551 • (360) 786-6777

## Exempt Recruitment Announcement

**Closes: November 6, 2017**

**JOB TITLE:** Attorney, Bill Drafting  
**REPORTS TO:** Kyle Thiessen, Code Reviser  
**START DATE:** As soon as possible  
**SALARY:** DOQ

*This position qualifies for a full benefit package including retirement, health insurance, paid holidays, vacation and sick leave.*

### ROLE:

Are you licensed to practice law in the State of Washington? Do you have an interest in working in the legislative environment? Do you like to read? Are you detail oriented and observant? Do you have the ability to maintain the highest of confidentiality at all times? Are you able to be flexible and understanding of our clients and their needs? If so, then you may be interested in the great opportunity to join our team at the Office of the Code Reviser, located on the beautiful State Capitol Campus.

The Office of the Code Reviser is the official bill drafting arm of the legislature and provides a central bill drafting service for legislators, legislators-elect, legislative committees, joint committees, the governor, state elected officials, and agencies.

In addition to the provision of bill drafting services, the office also maintains, revises, harmonizes, and corrects the databases containing the official versions of the Revised Code of Washington and the Washington Administrative Code.

Other responsibilities of the Office of the Code Reviser are to periodically codify, index, and publish the Revised Code of Washington.

The objectives of the Office of the Code Reviser are to provide high quality services in a professional and strictly **nonpartisan** and cost effective manner. The Office of the Code Reviser seeks to foster professionalism and expertise that will result in highly accurate publication of laws and agency rules.

### KNOWLEDGE, SKILLS and ABILITIES:

- Ability to expeditiously and accurately evaluate large amounts of information, including existing laws, rules, and court cases, for the effective preparation of legislation.
- Have a strong desire to become proficient in the technical aspects of bill drafting and the legislative process.
- Have strong organizational skills with the ability to multi-task, including managing, prioritizing, and completing multiple drafting projects under the time constraints of a fast-paced legislative environment.
- Flexible, patient, organized, self-motivated and loves working with the "details".
- A dependable and strong work ethic and the ability to maintain a professional demeanor at all times.
- Ability to seek and follow supervisory direction as required.
- Positive attitude and the ability to be an exceptional team member.
- Ability to maintain strict confidentiality at all times.
- Ability to remain at your work station for most of your day, working on a computer, in an office setting.



- Ability to work more than a 40 hour work week during Legislative Session.  
*Must be able to work mandatory overtime during the Legislative Session that includes evenings, holidays and weekend work shifts, where leave is not typically approved unless there is an exceptional circumstance that arises.*
- Performing other work as required.

## HOW TO APPLY:

Please submit the following information by **November 6, 2017**:

- A letter of interest addressing the specific qualifications and your knowledge, skills, and abilities that are applicable to this position. No more than two pages in length.
- A current resume detailing your experience and/or education.
- A list of at least three professional references, including one supervisor, with company name, and current telephone numbers and/or email contact information.



### Send to:

**Kristin Collins, HR Business Partner**  
Legislative Support Services  
PO Box 40500  
Olympia, Washington 98504-0500  
E-mail: [Kristin.Collins@Leg.wa.gov](mailto:Kristin.Collins@Leg.wa.gov)  
Fax: (360) 786-7585  
Phone: (360) 786-7337

*We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.*

---

The Office of the Code Reviser is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the human resources office at (360) 786-7337, or e-mail [Kristin.Collins@leg.wa.gov](mailto:Kristin.Collins@leg.wa.gov).